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# Example of Employee Communications Job Description

Our growing company is searching for experienced candidates for the position of employee communications. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for employee communications

* Establishes company best practices and tools for communications and persistently researches new industry tools and practices
* Works directly with individual systems and functional areas to build awareness and use of corporate communications vehicles
* Stays aware of Time Warner Cable’s new business initiatives and activity in the marketplace
* Reviews and edits early drafts of communications materials to ensure content meets established communications standards, guidelines, and appropriate messaging before publication
* Guiding and influencing executives and other internal clients on how to communicate changes and initiatives in a way that ensures audience understanding and engagement
* Developing and executing communication plans designed to increase employee understanding and help the business achieve its goals
* Developing and implementing programs to engage employees in the organization’s brand evolution, Vision 2020 strategy progress, and cultural transformation
* Helping to mentor and coach others on the team
* Creates strategy and messaging
* Collaborate with design and content teams to identify appropriate resources and distribution channels to execute on assigned communications projects

## Qualifications for employee communications

* Bachelor’s degree in communications, marketing, publicity or related field preferred
* Knowledge of photography and video production preferred, including project planning, hiring of outside crews, location scouting and scheduling
* Experience with newsletter services preferred
* Must have strong interpersonal skills with a focus on teamwork
* Must be able to demonstrate good analytical skills and excellent attention to details
* Must be able to manage and balance multiple tasks